

# *Swavesey Parish Council*

7.30pm

**Minutes**

Swavesey Parish Council Annual General Meeting,  
held at The Memorial Hall, High Street  
Tuesday 3<sup>rd</sup> June 2014

**PRESENT**

Mr M Johnston (Chairman)

Councillors: Miss L Boyes, Mr J Dodson, Mr S Faben, Miss H Parish, Mr C Parsons, Mr J Pook,  
Ms S Smith, Mr W Wright

Clerk: Mrs L Miller

In attendance

Parishioners: 1

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Police: Sgt S Davidson, Histon/Swavesey Neighbourhood

**Item****Power Action**

- 1 ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR**  
Mr Pook nominated Mr Johnston, seconded by Mr Parsons. No other nominations. Mr Johnston thanked Cllrs and accepted nomination. Mr Johnston was voted in unanimously as Chairman. Mr Johnston signed the Declaration of Acceptance of Office as Chairman.
- 2 ELECTION OF VICE-CHAIRMAN FOR FORTHCOMING YEAR**  
Mr Parsons nominated Mr Pook, seconded by Mr Faben. No other nominations. Mr Pook thanked Cllrs and accepted nomination. Mr Pook was voted in unanimously as Vice-Chair.
- 3 DELIVERY BY COUNCILLORS OF DECLARATIONS OF ACCEPTANCE OF OFFICE**  
All Cllrs present signed their Declarations of Acceptance of Office in the presence of the Clerk. The Clerk had already received the Declaration from Mr Jullien.  
Council agreed for the Clerk to receive Mr Wilderspin's Declaration following the meeting.  
  
Clerk reminded Cllrs to return their Election Expenses forms to South Cambs District Council
- 4 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**  
Mr J Jullien (prior commitment), Mr K Wilderspin (away)

Chairman welcomed Sandie Smith to the meeting as a new Cllr and wished to record his thanks to Mr Boylan, who had stood down from Council, for his work over the past 8 years. In particular with regard to his help with the Hale Rd Allotment Site project.

**5 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****5.1 Declarations of interest from councillors on items on the agenda**

Mr Wright declared a non-pecuniary disclosable interest in Agenda item 14.2 – Parking in Market Street, as a resident of Market Street.

Mr Pook declared a non-pecuniary disclosable interest in Agenda item 14.2 – Parking in Market Street, as a resident of Market Street.

**5.2 Requests to Speak** No requests received to speak on any items as declared above.**5.3 To receive requests for dispensations.** No requests received.**5.4 To grant requests received** The granting of dispensations to be made by Full Council.**6 Meeting suspended to allow 10 minutes for the public participation forum and for persons declaring prejudicial interest relating to the business to be transacted, to address the meeting.**

No addresses regarding prejudicial interests were made

No items raised by members of the public present:

**Public forum closed in order for the Parish Council meeting to commence.****7 TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 28<sup>th</sup> April and 8<sup>th</sup> May 2014**It was **proposed**, seconded and unanimously approved that the Chairman signs both sets of Minutes with no amendments.

**7.1 Matters to report from previous minutes (for information)**

- (i) White Horse Inn – meeting arranged at South Cambs District Council on 24<sup>th</sup> June, to discuss the request to invoke an Article 4 Directive to restrict permitted rights development at The White Horse Inn. Cllrs Mr Wright and Mr Faben would attend, together with the Clerk, Mr Ladell from the Action Group and District Cllr Mrs Ellington.
- (ii) Request made to SCDC to remove the blue bin being used as a dog waste in Cow Fen Drove.

**8 POLICE AND NHW BUSINESS**

Chairman welcomed Sgt Sandra Davidson to discuss current police issues relating to the village.

Sgt Davidson had circulated an update on Police action following a recent all-night party held on land in Cow Fen and in response to complaints received of anti-social behaviour resulting from the party. Statements are being taken and the Police are acting where they can. Sgt Davidson reiterated that in instances such as this residents must report concerns, ASB incidents, etc to the Police via the 101 number. Complaints re excessive noise must be reported to the SCDC out of hours Enforcement number.

The Chairman replied that many residents have no confidence in using the 101 tel number, through lack of speed of answering and apparent inaction to information put forward, therefore many residents just do not report issues. Council asked Sgt Davidson to take the message back to Police HQ that there is a strong loss of confidence in using the 101 system.

Other general issues regarding ASB problems and a rise in break-ins discussed and will be raised at the Swavesey/Histon Area Panel Meeting, in Swavesey on 11<sup>th</sup> June. The Clerk had forwarded a list of issues to be raised at the meeting to the Panel Meeting organiser.

Chairman added that it is disappointing that there is no visible Police/PCSO presence these days in the village. PCSOs used to be regularly seen 'walking the beat' but in recent months/year, this has all but disappeared. Sgt Davidson replied that this is a comment made by lots of other parishes and working practices for PCSOs are starting to change, so it is hoped visibility of officers will improve shortly.

Sgt Davidson has only been temporarily covering this area and a new Area Sgt will start tomorrow, Sgt Mark Rabel, who has worked in Swavesey before and knows the area and crime history for Swavesey.

It was reported that a large Rottweiler dog has been roaming loose around the School Lane area recently, many residents are concerned. The Clerk replied that this has been reported to SCDC Enforcement and Sgt Davidson made note.

A new feedback email system has been launched – Southcambscops email.

Chairman thanked Sgt Davidson for attending the meeting and encouraged Cllrs to attend the Neighbourhood Panel meeting on 11<sup>th</sup> June. Sgt Davidson thanked Council and left at 8.03pm.

NHW report circulated, apologies received from NHW Co-ordinator unable to attend this meeting.

**9 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPONITMENTS AND POLICIES****9.1 Standing Orders**

The Clerk had received a new Model Standing Orders document today so had not been able to review them. Existing Standing Orders to remain in place and the review to be deferred to June or July meeting.

Clerk

**9.2 Financial Regulations**

No amendments required.

- (i) FR1.2 The Clerk was re-appointed as Responsible Financial Officer.
- (ii) FR6.6 Variable direct debits confirmed for: Virgin Media, PWLB, Cambridge Water.
- (iii) FR5.3 Cheque signatories to remain with no amendments: JD, MJ, JP, WW + Clerk.  
Banking online: Confirmed no amendments, authorisation for the Clerk to view statements and make transfers from the Business Account to the Current Account as required.  
The Clerk to investigate online payments following recent legislation change. Financial Regulations will be reviewed in-line with any agreement to set up online payments. Future meeting agenda for discussion. Clerk

**9.3 Review of Street Furniture**

New bus shelter in Middlewatch noted. Asset Register, total insured value £134,317, purchase value £110,405.

**9.4 Policies and Procedures**

- (i) FR17 Risk Management Policy – no amendments, adopted unanimously.
- (ii) Insurance Policy – due for renewal end Sept 2014
- (iii) Complaints Procedure – no amendments, adopted unanimously.
- (iv) Freedom of Information Procedure – no amendments, adopted unanimously.

**10 REVIEW & ELECTION OF COUNCILLORS TO COUNCIL COMMITTEES AND WORKING PARTIES**

No Committees in place.

Working parties, membership confirmed as follows:

- Constables Road – No change, Mr Pook to co-ordinate  
Hedge will be cut back soon, so as not to make the area so private or hidden.
- Ponds – No change, Ms Parish & the Clerk to co-ordinate.
- Moat Way Play Area – No change, awaiting grant funding decisions

**11 REVIEW & ELECTION OF COUNCILLORS AS REPRESENTATIVES ON VILLAGE COMMITTEES AND CHARITIES**

- Memorial Hall Charity – Mr Wilderspin elected to continue as Trustee for a further 4 years (to be confirmed with the Clerk as not present at the meeting)
- Frere Cottages Charity – No change to 4 existing Trustees (Mr Faben, Mr Pook, Mr Dodson and Mr Day)
- Thomas Galon Charity – No change to 2 existing Trustees (Mr Wright, Mr Dodson)
- By-ways Committee – No change, Ms Boyes & Ms Parish
- Community Sports Pavilion Trust – No change, Mr Jullien
- Meridian Magazine – No change, Mr Pook to continue to write up the PC News
- Swavesey Festival – Ms Boyes to step down after this year's Festival. If a new Committee is established for another Festival, [redacted] 14/15-13 } Boyes. Ms Smith and Clerk also on committee.
- Swavesey Action for Youth – No [redacted] 14/15-13 } Boyes. Ms Smith and Clerk also on committee.
- Community Warden Steering Group – No change, Mr Parsons plus the Clerk.

**12 COUNTY COUNCIL BUSINESS****12.1 Highways**

(i) **Maintenance.** Cllr Ms Smith reported:

- Bridge barriers at the culvert in Ramper Rd have now been repaired and a new chevron installed.
- Roadside drains/gullies are due to be jetted shortly.
- Gravel Bridge Road (between Ramper Rd and Over Industrial Estate) will be closed between 30<sup>th</sup> June and 5<sup>th</sup> September, for repairs to the Swavesey drain bridge. Diversion via B1050 and through Willingham and Over will be sign-posted.
- Repairs to sections of Fen Drayton Rd will be carried out during the summer school holidays. Including this road on the gritting route is still being discussed.

(ii) **Buckingway Road Cycle/Footpath**

Work is progressing well, no problems identified. Will still be approx 2 months before completion. The daffodil bulbs were not able to be retrieved but CCC will provide a new supply of bulbs to the village for re-planting this autumn.

(iii) **Weight limit request**

Reply from CCC to say that there is no funding available to implement weight restrictions. However if a community wishes to carry out a survey to review the situation and perhaps recommend measures to help restrict or re-route HGVs, CCC would help. An HCV Exposure Assessment form was received with information on the type of statistics required in order for CCC to consider potential measures. Cllrs agreed to send this information to the resident who wrote to the Council explaining the situation and if residents wished to investigate further, to let the Parish Council know.

Clerk

- (iv) **Black Horse Lane**  
Request from a resident if double yellow lines (DYL) could be provided, as in Taylor's Lane, to help with problems of vehicle parking blocking driveway access and visibility. Cllrs replied that the Taylor's Lane issue related to through traffic being blocked access by parking both sides of the road, rather than resident's access problems. Black Horse Lane is not suffering from through traffic problems so DYL would not change the situation. Clerk to reply. **Clerk**
- 12.2 Proposed parking direction sign, Swavesey Village College**  
Sign design proposal received for comment. Comments made that no mention or direction signed to the car parks at the rear of the school, via the coach access road. Longer-term parking solutions and information should be included. Chairman and Clerk to meet with College Principle to discuss this further. The Clerk reported that the 'not suitable for large vehicles' sign for Gibraltar Lane has now been ordered by CCC and should be installed very soon. **Clerk**
- 12.3 Correspondence for information and items for County Councillor**
- (i) Cllr Ms Smith reported:  
  - Draft Long Term Transport Strategy for Cambridgeshire – consultation 5<sup>th</sup> June to 11<sup>th</sup> July launched with exhibitions around the County. **June Mtg**
- (ii) Clerk reported:  
  - Streetlighting – works held up as steel wired armoured cables located under the main road through the village, which Balfour not permitted to work on. UK Power Networks quoted 60 days to deal with this, therefore Balfour filling in existing holes until UK PN have completed their work. Balfour will then return to complete the works. Various complaints received by the Clerk about lights going out, all passed on to Balfour. Cllr Ms Smith meeting with Balfour officers on Friday, the Clerk to forward any further complaints. Confirmed that Balfour will be picking up the delay cost, not CCC.
  - Speed limit reduction, Buckingham Road. Response that no funding available within CCC for implementation. The Parish would have to fund such a project directly, which would cost approx £2,500. The Parish would also have to work with CCC Officers and Police to survey, design and consult on such a project. Decision not to pursue for the time being and to review once the cycleway is open, as to impact and any potential danger. **Future review**
- (iii) Correspondence  
  - Carers week 9-15 June. Drop-in session dates advertised by CCC.
  - Housing Related Support for Older People briefing note circulated. Noted in relation to working with Community Warden Scheme.
  - Local Highway Improvements Initiative 2015/16 bids open until 12 Sept. For future agenda to consider an application. **July Mtg**
  - GB Cyclepath - Reply to question of segregating cyclists and pedestrians along guided busway track received. Although requested quite a lot, CCC cannot see how this would work and would constrict available space and create more conflict. Does not appear that this is to be taken forward by CCC.
  - Cambridge P&R – introduction of parking charges slipped to Mid July. Information passed to Meridian and village website for advertising within the village.
  - Handyperson Services consultation – Service provision for elderly residents throughout Cambridgeshire. Consultation open for new service tender.
  - Parking for guided busway – question raised as to whether Kiss & Drop site could be re-signed for short-term parking use. Clerk to contact CCC GB Team to enquire and item to the next Agenda for further discussion. **Clerk June Mtg**
- 13 DISTRICT COUNCIL BUSINESS**
- 13.1 Correspondence for information and items for District Councillor**
- (i) Cllr Mrs Ellington thanked the village for re-electing her as District Cllr. SCDC remains a Conservative led Council. Cllr Mrs Ellington is Vice-Chair for the forthcoming year, plus sits on various committees and will be Chairman for the following two.
- (ii) Housing Provider, Jephsons, have withdrawn from taking on the new affordable housing project. SCDC will therefore take over the whole site as rented housing stock. It will still be subject to the S106 Exception Site restrictions.

- (iii) Monthly Parish e-bulletin circulated:
- Noted that Cllrs will be attending the Community Pubs event on 10<sup>th</sup> July and the Clerk had also arranged a separate meeting with SCDC Officers to discuss The White Horse Inn, on 24<sup>th</sup> June.
  - Noted under Community Right to Challenge, groups can challenge for the running of SCDC services until end July. The Clerk asked if SCDC would re-consider the request for parishes to take over sheltered housing grounds maintenance. Cllr Mrs Ellington would find out.
  - Noted Green bin collections reducing to monthly for Dec/Jan/Feb.
- Cllr SE**
- 14 VILLAGE MATTERS**
- 14.1 To receive the monthly report from the Village Handyman**  
Bark spread in the play area, more required, to be ordered end of June. Litter bin plus spares for repairs received and in-hand.
- 14.2 Market Street Parking**  
Agreed to use the Annual Parish Meeting on 2<sup>nd</sup> July, as an opportunity for residents to put comments to the Parish Council on the option of marking the central area of Market Street into parking bays. Posters advertising this to be put up around the village.
- 15 ANNUAL REPORT**  
Draft report circulated for comment. No amendments made. To be printed for free distribution around the village and available at the Festival Gala Day.
- 16 OLDER PEOPLE'S HEALTHCARE AND ADULT COMMUNITY SERVICES CONSULTATION**  
Ms Smith gave a background on why the consultation is being carried out and what it seeks to be able to provide for future services in Cambridgeshire. Agreed that currently it is extremely difficult for the Parish Council to respond as an organisation as the outcomes are not known. The consultation is aimed at individual responses.
- 17 DRAINAGE**  
Meeting with Mr A Lansley MP still to be arranged, should be in July.  
Meeting with Area Manager from the Environment Agency also being arranged, on-site in Mare Fen, during July.
- Clerk  
KW**
- 18 PLANNING**
- 18.1 To consider correspondence received**
- (i) Letters to/from SCDC and local resident regarding S/1938/12 & S/1375/13, development in School Lane, received for information.
- (ii) Trinity Foot site – from Planning Agent re forthcoming updated application for a Truckstop. To be discussed once formal application received.
- 18.2 To consider planning applications received**
- (i) Ref: S/0067/14/F – Ryders Farm, Mr A Hartwig. Copy of environmental assessment report, for information. Conclusion noted that noise measured during visits should not be a determining factor in granting planning permission.
- (ii) Ref: S/0686/14/F – 16 Moat Way, Mr D Adshead. Single storey rear extension. No objections.
- (iii) Ref: S/1007/14/F – 167 Boxworth End, Mr N Keen. Two storey side and single storey front extensions. No objections.
- (iv) Ref: S/1116/14/DC – Discharge of conditions 17,22,23,24,26,38,41,43 (Northstowe Phase 1) Land south of Longstanton Park and Ride and adjacent to B1050 at Station Road, Longstanton and Hatton's Road, Longstanton. No comments.
- (v) Ref: S/1134/14/RM - Reserved matters application for 'surface water pumping station and rising main' strategic engineering element pertaining to outline planning application for phase 1 of Northstowe. No comments.
- (vi) Ref: S/1131/14/RM - Reserved matters submission for 'primary roads and dedicated busway' pertaining to outline planning application for phase 1 of Northstowe. No comments.

- (vii) Ref: S/1133/14/RM - Reserved matters submission for 'access from the B1050' strategic engineering pertaining to outline planning application for phase 1 of Northstowe. No comments.
- (viii) Ref: S/0993/14/RM – 21 Over Road, Mr & Mrs Barlow. For information only. Non-material amendment to S/0816/13/FL to lower window height on north east elevation and increase size of skylight.
- (ix) 11 Taylors Lane – Tree works in Conservation Area. No objections.

### 18.3 Permissions

Ref: S/2701/13/FL – 28 Middlewatch. Construction of new dwelling.

### 18.4 Refusals - None received

### 18.5 Appeals - None received

## 19 FINANCE

### 19.1 To approve payment of outstanding accounts

It was **proposed**, seconded and carried unanimously to approve the invoices and cheques as listed in appendix 1 to the sum of £9,181.48.

Vchr 16-22,34,37 Administration & Staff	2,072.13
Vchr 23,24 Grants – Churchyard & Cemetery	740.00
Vchr 25 CAPALC Membership	740.95
Vchr 26 Community Warden Scheme Grant	3,000.00
Vchr 27-30 Grounds Maintenance	1,195.51
Vchr 31-33,35,36,38 Village Maintenance	740.89
Vchr 39 Capital – Office equipment	692.00
<b>Total:</b>	<b>9,181.48</b>

Accounts reconciled at 20/05/14: Current a/c £8,042.30. 28/05/14: Deposit a/c £63,411.83

### 19.2 Notice of receipts received

Business Account interest £1.46

### 19.4 End of Year Accounts and Annual Return

**RESOLUTION:** That this Council approves the Statement of Accounts and Annual Governance Statement for the year ended 31/03/2014. Carried unanimously.

## 20 GENERAL CORRESPONDENCE

- (i) Cambridge & The Great War – exhibitions and trails around Cambridge – maps and information.
- (ii) Swavesey Sea Scouts, Community Week. Suggestion made that the Scouts could do gardening work around Thistle Green Sheltered Housing. Council agreed to use up to £50 of Community fund money to purchase plants. Clerk to liaise with residents and Scout leader to confirm date.
- (iii) Stop Berry Wind Farm action group – letter re application and argument against. Council decided not to make any comment.
- (iv) Relate Cambridge – information on meetings and residents supported in Swavesey and request for donation. Agreed to invite to a future meeting to hear further before deciding on any donation.
- (v) Whitfield Group, Market St – request to use Market St Green for a works sports afternoon on Fri 25<sup>th</sup> July. Agreed.
- (vi) WISER Recycling – Collection report from 1<sup>st</sup> May. 5350kg collected, which will result in a community donation of £193.68. The total for both collections will be £351.48. The Clerk asked that Council consider how to advertise and use this funding for community projects.  
RSPB – notice of installation of a new gate at north end of fp20 onto the Busway path, to stop livestock getting through to busway.
- (vii)

## 21 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Balfour Beatty has refused permission for Festival flags to be fixed to new lampposts, therefore they will be hung from Haart sign boards instead.
- (ii) School buses to/from the Village College are using School Lane, please could the College be asked to re-direct them via Fen Drayton Rd.
- (iii) The recreation green to be checked next week prior to vehicles driving onto to it for the Festival.
- (iv) Clerk will attend Cambridge Future Transport meeting on 24<sup>th</sup> June, re previous discussions for a community bus service around local villages.

**Next meeting dates:**

**Planning – 7.30pm Thursday 12 June 2014**

**Full Council – 7.30pm Monday 23 June 2014**

There being no further business, the meeting was declared closed at 10.05pm  
Signed & dated

Chairman

**Minutes approved & signed as a correct record by the Parish Council on 3<sup>rd</sup> June 2014.**

**Accounts are published in summary, full details can be obtained from the original Minutes**